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RIT

13 May 1971

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : Request for Exception to Average
Grade Controls

REFERENCES : A. Your memorandum for Deputy Directors,
dated 5 March 1971, Subject: Personnel
Ceilings for FY 1972

B. My memorandum for DD/S dated 13 May 1971,
Subject: Proposed Office of Finance
Staffing Complement for FY 1972

1. This memorandum is submitted consistent with the instructions in Paragraph 3. of Reference A. and contains a recommendation in Paragraph 4. below for your approval.

2. Reference B. discusses and justifies several minor organizational changes in the Office of Finance and transmits our proposed FY 1972 Staffing Complement. The principal organizational and staffing changes proposed for FY 1972 are summarized as follows:

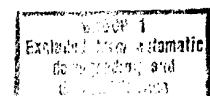
a. Reduction of six (6) positions to accommodate to the ceiling [REDACTED] positions approved for the Office of Finance for FY 1972.

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b. Consolidation of the Industrial Contract Audit Division and Proprietary Systems and Accounts Division into a new Commercial Systems and Audit Division.

c. Reorganization and strengthening of the grade structure of the Compensation and Tax Division.

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d. Realignment of the Certification and Liaison Division from three (3) to two (2) branches.

e. Augmentation of the Analysis and Liaison Staff by four (4) positions.

3. Implementation of these changes will result in a minor increase of .213 in the average grade of the Office of Finance -- from GS-8.856 to GS-9.069. About half of the increase stems from the ceiling reduction of six (6) positions (Paragraph 2.a. above). The remaining increase is due to strengthening the grade structure of the Compensation and Tax Division to provide the staffing capability and competence necessary for the effective implementation, maintenance, and operation of the new automated payroll system. To reduce the impact of the proposed position changes in the Compensation and Tax Division, some compensating grade changes have been made through realignment and staffing adjustments in other divisions and staffs (e.g., sub-paragraph 2.b. above). However, I have concluded that it would be extremely difficult, if not impossible, to effect sufficient grade changes to avoid the small increase in average grade proposed herein without jeopardizing the ability of the Office to accommodate the staffing competence necessary to carry out its assigned responsibilities.

4. Subject to classification review as necessary by the Office of Personnel, it is recommended that an exception to average grade controls be approved for an increase of .213 (.107 from the FY 1972 ceiling reduction and .106 from the proposed position adjustments) in the Office of Finance average grade. No increase in the number of positions at grade GS-14 and above is proposed and the organizational changes involved will require no significant modification in either space or facilities presently utilized by the Office of Finance.

L. E. Bush
Director of Finance

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SUBJECT: Request for Exception to Average
Grade Controls

CONCUR:

John W. Coffey
Deputy Director for Support

Date

Recommendation contained in Paragraph 4. is ___ approved;
___ disapproved:

L. K. White
Executive Director-Comptroller

Date

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